



# Berkeley Lab H1B Temporary Worker Application

## PART 1 (To be completed by Division)

|   |   |                            |           |           |
|---|---|----------------------------|-----------|-----------|
| NAME  |   | Division<br>Dept.<br>Group |           |           |
| TITLE/<br>Job Classification  | Current Visa /<br>Immigration<br>Classification | Appointment                | From      | To        |
| Profession/Occupation and number of years of experience in this Profession/Occupation |   |                            |           |           |
| Supervisor  | Supervisor Title (LBNL/UCB)                     | Supervisor's Email         | Telephone | Account # |

|   |  |
|---|--|
| Name of the project in which the employee will/does work?                   |  |
| Total number of employees in this position at this work site in this group? |  |

## I. Lawrence Berkeley National Laboratory Documents (attach)/Information

|   |                   |                                    |   |              |  |
|---|-------------------|------------------------------------|---|--------------|--|
| Complete technical description of the position listed above. Be sure to describe all aspects of technical employment. In addition, if there is a generic description of this employment opportunity, please provide a photocopy.  |                   |                                    |   |              |  |
|   |                   |                                    |   |              |  |
| Describe minimum requirements for entry into this position in terms of education, experience and specialized skills.  |                   |                                    |   |              |  |
|   |                   |                                    |   |              |  |
| Salary (copy of hire request may be submitted).   |                   |                                    |   |              |  |
| Salary Range<br>(HR)  | Low<br>Mid<br>Max | Salary Survey<br>(completed by HR) |   | Year<br>(HR) |  |
| Salary range paid to all employees for this position: (This range must include within it the salaries of all similarly employed employees in this position within the same commuting/ metropolitan area (MSA=Metropolitan Statistical Area - in our case, this is Sacramento to Santa Clara.) |                   |                                    |   |              |  |
| Address of employer where I-9 documentation is kept   |                   |                                    | 1 Cyclotron Road (MS938A), Berkeley, CA |              |  |
| Address/work location for Employee  |                   |                                    |   |              |  |



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PART 2 (To be completed by Applicant)

## II. Employee Information and Documents

|  |  |   |                      |
|--|--|---|----------------------|
| Full legal name (as it appears on passport)  |  |   |                      |
| Date of Birth<br>Mo. Day. Year.  |  | Place of Birth<br>City.Province.Country |                      |
| Address in U.S. where you will reside.   |  |   |                      |
| Current Home Phone:  |  | Current Work Phone:                     |                      |
| Current Home Fax   |  | Current Work Fax                        |                      |
| Email Address  |  | Home Address                            | LBNL Employee I.D. # |
| Social Security #  |  | Citizenship                             | Perm. Res. Country   |
| If outside the U.S. , Consulate/Embassy where you will apply for your H1B visa?  |  |   |                      |
| Address abroad (required): your permanent residence abroad and date you began residence there.<br>If none, give address abroad of parents or other family. |  |   |                      |

## III. Education - Name, City, State and Country of University from Highest Degree Awarded

|  |            |  |
|--|------------|--|
| **Provide copies of all college/post-secondary degrees. Provide English translation of all diplomas (sign and date translations and provide original signed copy). Provide date degree conferred / date of certifiable completion of all degree requirements if diploma not yet in hand. Provide certification letter from degree institution. |            |  |
| Ph.D. -  | University |  |
|  | Location   |  |
| Ph.D. -  | University |  |
|  | Location   |  |
| Masters of Science -   | University |  |
|  | Location   |  |
| Masters of Science -   | University |  |
|  | Location   |  |
| Laurea   | University |  |
|  | Location   |  |
| Bachelors of Science -   | University |  |
|  | Location   |  |
| Bachelors of Science -   | University |  |
|  | Location   |  |



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- IV. Current Resume/Curriculum Vitae – List all publications. Attach.  
(Clear and legible copy must be provided. Faxes are not acceptable).

If you are on a J-1 visa:

V. Are you subject to 212(e) (two year home residency physical presence requirement)? Yes \_\_\_\_\_ No

Does your current or any IAP66 from this J1 exchange visitor program indicate that you are subject?

Does your U.S. Visa Stamp in your passport indicate that you are subject?

Have you requested an Advisory Opinion from the State Department as to whether or not you are subject? If so, please attach copy of Advisory Opinion received or indicate date of request if no opinion is yet received.

Have you requested a No Objection Letter from your country's Embassy? Please attach copy or indicate date of request if no letter is yet received.

Have you submitted application documents to the State Department for a Waiver of the two year physical presence requirement? Please attach copy of documents.

Has the State Department recommended a waiver to the Immigration and Naturalization Service? If yes, please attach a copy of said document.

Have you received a waiver from the INS? Please attach a copy.

If you have received a waiver, or letter from the Department of State indicating they recommend Waiver to the INS, what is the end date reflected on your current IAP-66? (no extensions in J1 status may be requested after date the Department of State notifies the Exchange Visitor Program Sponsor that a Waiver has been recommended to the INS).



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VI. Non-Immigrant Information — \*\*\*Copies of all documents are required. Attach. PROVIDE HERE the dates of prior periods of stay in the U. S. for the past 6 years and immigration status:

|                                 |       |       |  |             |  |             |  |                |  |  |  |            |  |  |  |              |  |                   |  |
|---------------------------------|-------|-------|--|-------------|--|-------------|--|----------------|--|--|--|------------|--|--|--|--------------|--|-------------------|--|
| Passport No.                    |       |       |  | Date Issued |  |             |  | Expiration     |  |  |  | Issued by: |  |  |  |              |  |                   |  |
| Date of Last Entry to the U. S. |       |       |  |             |  |             |  | Place of Entry |  |  |  |            |  |  |  | End Date D/S |  | Duration of Study |  |
| F1                              | I-20  | From: |  | To:         |  | Institution |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| F1                              | I-20  | From: |  | To:         |  | Institution |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| F1                              | I-20  | From: |  | To:         |  | Institution |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| J1                              | IAP66 | From: |  | To:         |  | Program     |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| J1                              | IAP66 | From: |  | To:         |  | Program     |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| J1                              | IAP66 | From: |  | To:         |  | Program     |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| J1                              | IAP66 | From: |  | To:         |  | Program     |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| J1                              | IAP66 | From: |  | To:         |  | Program     |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| H1B                             | I797  | From: |  | To:         |  | Employer    |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| H1B                             | I797  | From: |  | To:         |  | Employer    |  |                |  |  |  |            |  |  |  |              |  |                   |  |
| H1B                             | I797  | From: |  | To:         |  | Employer    |  |                |  |  |  |            |  |  |  |              |  |                   |  |

\*\*\*Passport – Copy of passport(s) - this includes current passport and passport used for last entry to the U. S. - Provide readable photocopies of all pages with writing on them (copies of ID pages, expiration page, U. S. visa pages, and pages with admission stamps to the U. S.) Photocopy must be of sufficient quality so that every date stamp is clear and legible, including admission stamps to the U.S. (if red ink, darken the copier setting, as red does not photocopy easily).

I-94 – Copy of both sides of I-94 - arrival/departure card completed en route to Port of Entry/at Port of Entry, stamped by INS and placed in passport. Photocopy must be of sufficient quality so that all information, including date of entry stamp, is clear and able to be read.

F1 – If currently an F-1 student, copy of Form I-20 (school document) and practical training employment authorization card, EAD (Form I-688 B) The Form I-20 must be provided front and back with optional practical training authorized by the designated school official.

J-1 – If currently or previously in J-1 status, copies of all current and previous Forms IAP-66 pink forms issued by the U.S. Department of State) Note: Photocopies of the IAP-66 must be completely legible.

H1B – Copies of approval notices issued in connection with any previous H-1B employment either with Lawrence Berkeley National Laboratory or with another employer and copy of previous petition and supporting documentation, if available.

Have you, your spouse (if applicable) ever applied for an immigrant visa or for adjustment of status to lawful permanent residence? If the answer is yes, please provide details.



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VII. Family Information for those dependents for whom you are requesting Visas (H4 for H1B derivatives). - Attach copies of all non-immigrant documents - I-94 forms, passports, and all INS approval notices which pertain to their current or previous immigration status. Child must be single under 21 years of age. Attach copies of Social Security Card for Spouse and dependent children.

If in the U.S., indicate most recent date of entry and port of entry, from passport. Provide photocopies of all passport pages with writing on them.

| Spouse full legal name | Social Security # | Place of birth | Date of birth | Date of Entry | Place of Entry |
|------------------------|-------------------|----------------|---------------|---------------|----------------|
|                        |                   |                |               |               |                |
| Child full legal name  | Social Security # | Place of birth | Date of birth | Date of Entry | Place of Entry |
|                        |                   |                |               |               |                |
|                        |                   |                |               |               |                |
|                        |                   |                |               |               |                |
|                        |                   |                |               |               |                |

\*H1B Derivatives = Spouse and dependent children under 21. These family members are accorded H4 immigration classification, and are not entitled to employment authorization in the United States.

Narrative regarding dependent information. Please indicate clearly whether or not they are to be included in this petition, and what their current geographic location is if separate from applicant.

|  |
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|  |
|--|

Note: Fax copies of documents are acceptable ONLY if they are clear and legible. EVERY ITEM OF INFORMATION MUST BE CLEARLY LEGIBLE.

|                      |      |                    |      |
|----------------------|------|--------------------|------|
| Supervisor signature | Date | Employee signature | Date |
| Name (printed)       |      | Name (printed)     |      |

|                      |                                  |                      |
|----------------------|----------------------------------|----------------------|
| Date received by HR: | Date received by Processing Ctr: |                      |
| Date EDD filed:      | Date EDD received:               |                      |
| Date LCA filed:      | Date LCA received:               |                      |
| Date I-129 filed:    | Date I-129 Approved:             | Date I-129 Received: |

CAUTION: Leaving the U.S. while an H1B petition is pending with the Immigration and Naturalization Service may render the application null and void.



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## Instructions for Translating Degrees

If your degrees are in a language other than English, you must submit translations in addition to copies of the original documents with your application for an H1B visa. If you perform the translation please complete the certificate below. Or, you may have another individual perform the translation and complete the certificate. The original certificate should be included with the translations.

Certification of Translation from (foreign language) to English

I certify that I, \_\_\_\_\_, am fluent in both English and (foreign language), and that the above is an accurate translation of the original certified documents attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_



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## Checklist of documents needed for H-1B petition submission to INS (all copies should be clear and legible)

### For Beneficiary:

1. Copy of Resume/CV
2. Copies of educational documentation (diplomas or degree confirmation letters, with English translations if applicable)
3. Copies of all I-20 forms (front and back) --- if in F-1 status at any time
4. Copies of all IAP-66 forms (front and back) --- if in J-1 status at any time
5. Copies of all I-797 approval notices --- if in H-1 status
6. Copy of passport (except blank pages)
7. Copy of most current I-94 form (front and back)
8. Copies of all visa stamp
- 9\*. **If an Immigrant Visa Petition (I-140 petition), has been submitted to INS on your behalf, please provide a copy of the INS receipt notice or approval notice.**

### For Family (H-4 petition):

1. Copy of passports for all family members (except blank pages)
2. Copy of most current I-94 forms for all family members (front and back)
3. Copy of marriage certificate (with English translations if applicable) --- not required but strongly recommended
4. Copy of birth certificates for children (with English translations if applicable) --- not required, but strongly recommended
5. Copy of EAD card (for J-2 visa holders, if applicable).

**\*\*\* If child is a U.S. Citizen, the above documents are not needed.**